

CITY OF WESTMINSTER
PLANNING DIVISION
8200 WESTMINSTER BLVD
WESTMINSTER, CA 92683
(714) 548-3247
www.westminster-ca.gov

PROJECT CASE NO.

HDL PERMIT NO.

Temporary Use/Temporary Event Permit Application

A COMPLETE APPLICATION MUST BE FILED AT LEAST 14 DAYS PRIOR TO THE START OF THE EVENT.

EVENT LOCATION

Business Name:			
Business License Number:		Date of Expiration:	
Street Address:			
Assessor's Parcel Number:			

APPLICANT INFORMATION

Name:	
Street Address:	
Contact Name:	
Work Phone:	
Cell Phone:	
Fax:	
E-Mail Address:	

EVENT DESCRIPTION

[illegible]



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EVENT DESCRIPTION CONTINUED:

Will a tent or other temporary structure be erected on site?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, indicate the type, quantity and size of each temporary structure.	
Will electricity be needed on site?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, indicate what electrical needs are (temporary lighting, generator, etc.):	
Will a fence be erected on site?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, indicate height and type.	
Will food or drink be provided as part of this event?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, indicate what cooking facilities will be used and name of vendor.	
Will alcoholic beverages be provided as part of this event?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Will there be a band or amplified sound in conjunction with the event?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, describe.	
Will portable bathrooms be used during the event?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Will temporary signage be erected to advertise the event?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, indicate type, size and sign copy and identify the location of the signs on the site plan.	

PERSON(S) TO CONTACT DURING EVENT

(The person(s) listed must be present at all times during the event and must have the authority to make decisions concerning the event or use.)

Name:	
Phone Number(s):	
Name:	
Phone Number(s):	



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PROPERTY OWNER'S AUTHORIZATION

I (we) _____ [*property owner(s) name(s)*]
hereby certify that I (we) are the owner(s) of the real property located
at _____ [*address(es) or parcel*
number(s)].

As the property owner(s), I (we) certify the submission of an application for a Temporary Use or Temporary Event Permit. With regard to this application, I further authorize _____ [*name of authorized agent*] to represent me (us) as the applicant/agent in all discussions and communication with staff from the City of Westminster.

Signature	
Name (printed)	
Date	
Signature	
Name (printed)	
Date	

APPLICANT'S DECLARATION:

I hereby certify under penalty of perjury that all statements herein are true and correct to the best of my knowledge and I am fully authorized by the property owner to apply for this permit. I understand that any false statements or omissions may result in a denial of this permit. I further acknowledge that I agree to fully comply with all regulations set forth by the City of Westminster as they relate to the issuance of the Temporary Use/Temporary Even Permit

Signature	
Name (printed)	
Date	



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GENERAL INFORMATION:

A COMPLETE APPLICATION MUST BE FILED AT LEAST 14 DAYS PRIOR TO THE START OF THE EVENT.

TEMPORARY USE OR TEMPORARY EVENT PERMIT REQUIRED:

The following types of uses may be allowed subject to the approval of a Temporary Use or Temporary Event Permit (WMC Section 17.540.015):

- Construction Yards.
- Grand Openings.
- Open house (customer appreciation events).
- Temporary Residence (during construction of a single-family dwelling).
- Storage.
- Temporary Real Estate Sales Offices.
- Temporary Structures (i.e. classrooms, offices, or similar structures, including manufactured or mobile units).
- Temporary Work Trailers.
- Outdoor events (display or exhibit events, garden and patio merchandise).
- Other similar events as determined by the Director of Community Development Services.

Note:

Temporary Seasonal Sales, Parking Lot Sales and Sidewalk Sales also require a permit that is issued by a separate application; the application is available at the Planning counter.

Some events although temporary may require approval of a Special Event Permit. Special events may include, but are not limited to, parades, festivals, public meetings or demonstrations, artistic performances or exhibits, sporting activities or competitions, public speeches, circuses or other types of animal shows, street fairs, trade fairs, and other similar activities. Applications for a Special Events must be filed a minimum of 60 days prior to the event. For assistance in determining if your event qualifies as a special event please contact the Planning Division at (714) 548-3247 or the Community Services Department at (714) 895-2860.

SUBMITTAL REQUIREMENTS*:

- ☐ Complete application and filing fees.
- ☐ Site Plan (drawn to scale), 8 sets of plans (11" by 17") clearly indicating the following:
 1. Location of property lines and dimensions;
 2. Names of adjacent streets;
 3. North arrow;
 4. Location, size and use of existing buildings;
 5. Location of event and any proposed temporary structures and equipment; and
 6. Parking spaces. Provide a count of the total number of spaces and the number of spaces that will be obstructed due to the event (if any).
- ☐ Floor plan(s) and/or building elevations of any proposed structures.

*Some projects may require additional information. Upon review of the application, Planning Staff will inform you what additional information is required (if any).



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REVIEW PROCESS:

The Community Development Director or the Director's designee is responsible for the review, approval or denial of Temporary Use or Temporary Event applications. The approval or denial of an application may be appealed in compliance with Westminster Municipal Code Title 17, Chapter 17.640.

The following is a list of departments and/or agencies whose approval may be required for a Temporary Use or Temporary Event.

For Building Permits (tents, generators, etc.) Contact:

City of Westminster, Building Division
(714) 548-3245

For Temporary Food Facility Permits Contact:

Orange County Health Care Agency, Environmental Health Division
(714) 433-6000

For Fire-Safety Requirements (tents, generators, emergency access, etc.) Contact:

Orange County Fire Authority
(714) 433-6140

For Amplified Sound Permit Contact:

Westminster Police Department
(714) 548-3760

For Temporary Alcohol Sales or Consumption Licenses/Permit Contact:

Westminster Police Department
(714) 548-3760

Alcoholic Beverage Control
(714) 588-4101



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STANDARD CONDITIONS OF APPROVAL:

In approving a Temporary Use or Temporary Event Permit, reasonable and necessary specific design, location, and operational conditions may be required (see Westminster Municipal Code Section 17.540.030 and 17.540.040). The following is an example of some common conditions of approval:

1. The site shall be left clean and free of debris at the end of each day of the event.
2. Compliance with all applicable Federal, State, County and local regulations and ordinances shall be maintained during the temporary use/event.
3. No off-site signs shall be displayed. Signs are allowed only at the site of the temporary use with approval of a separate temporary sign permit.
4. The contact person(s) listed on this letter must be present at all times during the temporary event/use.
5. Required building and or electrical permits must be obtained from the Building Division and inspections completed and approved before the event may begin.
6. Adequate temporary parking must be provided in order to accommodate the vehicle traffic generated by the temporary use or event, either on-site or at alternate locations acceptable to the review authority.
7. A City Business license, a state sales tax license and all other required licenses and /or permits shall be obtained from the appropriate agencies for each individual temporary enterprise before the event.
8. Emergency access and required ADA paths of travel must remain unobstructed at all times.

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